

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 10, 2014**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Anna Eddy, Patty Foley, Pauline Kruk, LeeAnn Manke, Kris Nasinnyk, Maureen O'Connor Lyons, Tony Palermino, Pam Raynock, Neil Ryan, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT

Judy Igielski
Iris Larsson

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS ABSENT

Clarke Castelle
David Nagel

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:05 PM. She reported that David Nagel is out-of-town, and Clarke Castelle is attending a meeting at the Town Hall.

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy was not in attendance.

IV. APPROVAL OF MINUTES

Anna had two corrections to the minutes. On page two under the Library Director's Report the wording "will be leaving" should be changed to "left" and also on page two the statement under Treasurer's Report with regard to Anna's meeting with Lisa - that should be a separate paragraph and does not have anything to do with the Treasurer's Report. **MOTION: Kris Nasinnyk made a motion to accept the minutes of January 13, 2014 as amended, LeeAnn**

Manke seconded the motion, all were in favor, and the motion to accept the minutes of January 13, 2014 as amended was approved with a 13-0 vote.

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Anna thanked Patty for updating the format for the Annual Activities Calendar. February's update included finalizing sponsors for the 5K Race, and review of the Library's budget. Anna also thanked Pauline, Maureen, and LeeAnn for being supporters and mentors to the new Board members.

VI. TREASURER'S REPORT

Iris was not in attendance.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that the migration from SIRSI to Triple III is moving forward. Items are being catalogued, although there has been no testing of the circulation. This migration is scheduled to go live on May 12th. There have been demonstrations by different representatives of the reservation software to use for a wireless system. Staff is creating an on-line survey for patrons regarding a technology plan. The Winter Reading Program had 180 people registered on the opening day, with 330 registered to date.

There was an incident with a mother ripping out pages of an Easy Reader Book; unfortunately she had to be arrested because a knife was found near her. She was arrested on larceny and risk of injury to a minor.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that she attended a breakfast at the Wadsworth Atheneum with 12 other area libraries who were there due to their usage of museum passes. She stated there was a lot of discussion on collaboration with the Wadsworth who are looking to put on a program next year on Coney Island. She went on to report that for the second year Dr. David Perlino has donated \$600; \$500 will be kept in an interesting bearing account, and \$100 will be used to purchase items. The part-time teen position had 45 applications. On January 21st a new project began where there are newspaper wrapped books in hopes to tantalize patrons into taking them out sight unseen. This will end on February 28th. There are 439 wrapped books and 296 have been checked out. These books include a bookmark to rate the book; 65 bookmarks have been completed and returned. The teen tech program held recently had 15 adults and 5 teens. There will be an Introduction to Facebook program on February 26th at 10:30 AM.

IX. FRIENDS OF THE LIBRARY

Phil DesJardins reported that the Wine & Cheese Social held on January 24th was very successful with 140 tickets sold and 136 people in attendance. This event will be held again next year. The Book Sale is scheduled for May. The Friends will have a booth at the Newington Chamber's Home and Business Showcase on Saturday, March 22nd.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Bylaws Change

Pauline distributed a copy of the change to the Bylaws with regard to changing the statement about officers being corporate members of the Board of Trustees; this originally written statement is from 1998. The Board discussed this statement and will vote on it at the March meeting.

2. Committee Descriptions

Kris stated that she has received only one update so far. Committee Chairs are asked to describe the responsibilities of that committee and submit that information to Kris. She has them from last year, but wanted to know if there are any updates to these statements.

B. Investment Committee

Neil reported that the fourth quarter reports from Oakmark were received and showed that investments were up 12.03%; for the full year of 2013 they were up 36.2%. All investments including Vanguard and Oakmark have a total of \$439,304 as of December 31, 2013.

C. House Committee

1. Lienhard Room Update

Diane reported that she is waiting for an alternate quote from Red Thread and samples of colors. She is also researching selling the furniture from the Lienhard Room. The electricians installed eight new outlets in the room.

D. Facility and Site

1. Long Range Plan Update

Maureen reported that her Committee had a great meeting last week and 99.9% of the document is in its completion state. There was discussion on the fiduciary responsibility of the Board and it was felt this is self-evident in the Charter. Tony stated that the document reflects what the Board's obligation is. The Board's fiduciary responsibility is the management of funds. Patty commented that the Legacy Society should be part of the fiduciary responsibility. She also stated that she loved the first sentence of the Mission Statement, but questioned the second sentence with regard to the Board's goals. It was also suggested that the word "her" be replaced with "the" for the Library Director and staff. Maureen commented that the strategic plan is much clearer and streamlined.

E. Fund Development/Legacy Society

Pauline reported that she will be contacting someone to speak for Money Talk Week.

F. Budget

Tony reported that the Library's budget will go before the Town Council on March 20th at 7:00 PM. He stated that 99% of the increases are due to collective bargaining. The Town Council is aware of the second part of the RFID funding. The CIP meeting is scheduled for February 13th at 4:30 PM.

G. Technology

Paul had no report.

XI. OLD BUSINESS

A. Town Hall Renovations Project Building Meetings

Anna stated that there was a meeting tonight at 5:00 PM. All plans that have been discussed to date are being scraped due to the cost of constructing a new building and funding the renovation.

B. Race 2014

The Race Committee met tonight, and everything is moving along. The Race is scheduled for Sunday, May 18th.

C. 75th Anniversary

Maureen reported that a meeting was held on January 28th and the committee had lots of great ideas. The Annual Meeting will be held on Sunday, September 14th, there will be a time capsule, a book of memories, programs for children and adults. Press releases will be sent throughout the year. There will be a presence at the Extravaganza, and Memorial Day Parade. At the State of the Town scheduled for February 27th a proclamation will be read honoring the 75th Anniversary. Simply Swing Group will perform on April 27rd. The Hanel Concert will take place on October 19th. The Library opened on August 22, 1939.

D. RFID Update

Lisa updated the Board during her report.

XII. NEW BUSINESS

1. CIP Meeting

The CIP Meeting is scheduled for February 13th at 4:30 PM.

2. State of the Town

The State of the Town is scheduled for Thursday, February 27th at 7:45 AM. As stated, the Library will be presented with a proclamation honoring their 75th Anniversary.

XII. PUBLIC PARTICIPATION

There was no Public Participation.

XIII. ADJOURNMENT

MOTION: Pamela Raynock made a motion to adjourn the meeting, Kris Nasinnyk seconded the motion, all were in favor, and the motion passed unanimously with a 13-0 vote at 8:35 PM.